

PERFORMANCE-BASED MANAGEMENT SUPPORT SYSTEM (PBMSS)



DESK GUIDE for BQ MANAGERS

March 10, 2003

Web Version

TABLE OF CONTENTS

	<u>From Page</u>
List of Acronyms	4
1. INTRODUCTION	6
1.1 Background	6
1.2 PBMSS Objective	6
2. GETTING STARTED	7
2.1 Signing On	8
3. SIGNING OFF	11
3.1 Exit from BQ Charts	12
4. OVERVIEW OF PBMSS MENUS	13
4.1 Explanation of Menus	14
4.1.1 What's New	15
4.1.2 Data Status	15
4.1.3 Charts	15
4.1.4 Reports	16
4.1.5 Inputs	17
4.1.6 Desk Guide	18
4.1.7 Help	18
5. INPUT	
5.1 Accreditation Assessment	20
5.2 BQ Building Room Bed Inventory Data	22
5.3 BQ Building Inventory Data	23
5.4 BQ Occupancy Data Entry	25
5.5 Basic Allowance Housing	26
5.6 Building Wings	27
5.7 Customer Status Codes	28
5.8 DOD Lodging Reports	29
5.9 Employee Training Input Selection	31
5.9a Individual Employee Training	31
5.9b Group Employee Training	33
5.9c Transfer Employee To Different UIC	47
5.9d Transfer Employee To Different Location Within Same UIC	48
5.9e Add/Edit Local Courses	48
5.10 Facility Condition Index	49
5.11 IQS Survey Input Screens	50
5.12 Per Diem Rates	62

5.13	Permanent Military Labor Allocation	63
5.14	Temporary Military Labor	65
5.15	Monthly Input Cost	66
5.16	Job Order Number Cross Reference (JON Input)	67
6. BQ MANAGERS' CHARTS		71
7. REPORTS		74
8. DESK GUIDE		76
9. ON-LINE HELP		80
10. USERS' NOTES		82

LIST OF ACRONYMS

AAA	Authorization Accounting Activity
ABC	Activity Based Costing
BAMS	Billeting Automated Management System
BAQ	Bachelor Allowance for Quarters
BEQ	Bachelor Enlisted Quarters
BPR	Business Process Reengineering
BQ	Bachelor Quarters
BOQ	Bachelor Officer Quarters
BQM	Bachelor Quarters' Manager
CE	Civil Engineer
CNA	Certificate of Non-Availability
CNO	Chief of Naval Operations
CO	Commanding Officer
COTS	Commercial Off-the-Shelf Software
CSS	Customer Satisfaction Survey
FCI	Facility Condition Index
GB	Geographic Bachelor
GUI	Graphical User Interface
INSITE	Installations Information Transfer and Exchange System
IMAP	Installation Management Accounting Project
IQS	Installation Quality Self Assessment
NAVFAC	Naval Facilities Engineering Command
NCTS	Naval Computer and Telecommunication Station
PBMSS	Performance-Based Management Support System
PSMS	Performance Standards and Measures System
QMB	Quality Management Board
QOL	Quality of Life
RAMCAS	Recreation and Mess Central Accounting System
RBP	Reengineering Business Practices
RISC	Reduced Instruction Set Computer
SQL*NET	Structured Query Language Network
STARS*FL	Standard Accounting and Reporting System/Field Level
VHA	Variable Housing Allowance

INTRODUCTION

Background
PBMSS Objective

1. INTRODUCTION

1.1 BACKGROUND

The Performance-Based Management Support System (PBMSS), a CNO N46/Smart Base initiative, combines the Installations Information Transfer and Exchange System (INSITE) with the Installation Management Accounting Project (IMAP). PBMSS uses commercial off-the-shelf (COTS) software products where needed to support day-to-day installation core business functions.

1.2 PBMSS OBJECTIVE

The objective of PBMSS is to develop and implement a performance-based management support system for Navy-wide use; a tool that will identify and measure installation functional costs, utilization and service quality. Data obtained through use of this tool will provide insights into functional performance, enhance decision-making capability and lead to reduced infrastructure costs and improved service delivery.

GETTING STARTED

Signing On

2. GETTING STARTED

2.1 SIGNING ON

Access the Internet and type in the following URL:

<https://www.pbmss.navy.mil>

■ ***Press enter***

Note:

You may save the URL (<https://www.pbmss.navy.mil>) to make it easier to access PBMSS. If your browser is Internet Explorer, click on “Favorites”. Then click on “Add to Favorites”.

If your browser is Netscape, click on “Bookmarks”. Then click on “Add Bookmark”.

The next time you want to access the PBMSS, just click on Favorites or Bookmark and then click on “Welcome to PBMSS! Please login”.

When the Login screen is displayed, the cursor will be in the Username box.

■ ***Type Username***

*Tab (or use the mouse to point) to the Password input box. When you type your password, you will see ******

Note: *Passwords will need to contain at least one uppercase alpha, one lowercase alpha, one numeric, one special character and be 8 to 20 characters in length. Below are some password illustrations:*

Bob!Brown48 – First name, Symbol, Last Name, Age

Sparky(1997) – Pet Name, (year owned)

*Me*Sw33t – Replace numbers for letter (3 for e)*

NYC@1995&me - City at date and person

100%Joe Smith – percentage, First and Last Name

Mary&Kevin1961 – wife and husband, date of marriage

■ ***Type Password***

■ ***Press Enter or click on Login*** *at the bottom of the screen.*

The PBMSS main screen will be displayed.

Note:

If your browser needs to be updated to access PBMSS, you will receive a screen message after you click on Login. You will be given a choice to

upgrade either Internet Explorer or Netscape. Click on Choose by the browser name. It will take approximately 45 minutes to download the latest version of the browser.

To Change Passwords:

- ***Click on Change Password***
- ***Click on Login***

The Change Password screen will be displayed.

Note: *Passwords will need to contain at least one uppercase alpha, one lowercase alpha, one numeric, one special character and be 8 to 20 characters in length. Below are some password illustrations:*

Bob!Brown48 – First name, Symbol, Last Name, Age

Sparky(1997) – Pet Name, (year owned)

*Me*Sw33t – Replace numbers for letter (3 for e)*

NYC@1995&me - City at date and person

100%Joe Smith – percentage, First and Last Name

Mary&Kevin1961 – wife and husband, date of marriage

- ***Enter new password, then***
- ***Retype Password***
- ***Click on Change***

To set browser for latest PBMSS data:

With a Web Browser, screens that are presented are saved in a 'cache' and are called pages. These pages are saved so that if you wish to view them later, the pages can be quickly retrieved and displayed. If you are viewing pages that are dynamically changed, such as in PBMSS, it is possible that you could be viewing old data unless you instruct your browser to check the data in the cache against the data on the PBMSS Web Server.

Follow the steps listed below to apply the right settings for Internet Explorer or Netscape. These settings will ensure that you always see the latest PBMSS data.

Microsoft Internet Explorer

1. Click on 'TOOLS' on the top toolbar
2. Click on 'INTERNET OPTIONS'

3. Choose the 'GENERAL' tab by clicking on it
4. Under the heading 'Temporary Internet Files', click on the 'SETTINGS' button
5. Under the heading 'Check for newer versions of stored pages.' highlight the button that says 'Every visit to the page'
6. Click the 'OK' button at the bottom of the window which takes you back to the 'GENERAL' tab
7. Click on DELETE FILES
8. Click the OK' button on that page.
9. Click on CLEAR HISTORY
10. Click on Yes
11. Click on OK

Netscape

1. Click on 'EDIT' on the top toolbar
2. Click on 'PREFERENCES'
3. Double click on ADVANCED
4. Click on 'CACHE' under the 'Advanced' heading
5. Click on 'CLEAR MEMORY CACHE'
6. Click on 'CLEAR DISK CACHE'
7. Under the statement 'Compare the pages in the cache to the page in the network', highlight 'EVERY TIME' by clicking on the button next to it.
8. Click the 'OK' button at the bottom of the window

Note:

Older versions of Netscape may not have 'Preferences' listed under 'Edit'.

In that case, follow these steps:

1. Click on 'EDIT' on the top toolbar
2. Click on 'PREFERENCES'
3. Double click on ADVANCED
4. Click on 'CACHE' under the 'Advanced' heading
5. Click on 'CLEAR MEMORY CACHE'
6. Click on 'CLEAR DISK CACHE'

7. Under the statement 'Document in cache is compared to document on network', highlight 'EVERY TIME' by clicking on the button next to it
8. Click the 'OK' button at the bottom of the window

SIGNING OFF

Exit from BQ Manager Charts

3. SIGNING OFF

3.1 EXIT FROM BQ MANAGER CHARTS

To exit from any screen and access another menu option:

- *Click on one of the menu names like What's New, Data Status, Charts, Reports, Help*

To return to a previous screen:

- *Click on the menu name that you are currently using*

To sign off from any program level:

(BQ Manager, Civil Engineer or Comptroller views):

- *Click on the word File on the top menu bar, then Click on Close*

OVERVIEW OF PBMSS MENUS

What's New
Data Status
Reports
Inputs
Desk Guide
On-line Help

4. OVERVIEW OF PBMSS MENUS

4.1 EXPLANATION OF MENUS

You can click on the menu options called What's New, Data Status, Charts, Reports, Inputs, Desk Guide or Help. The first menu selection will require you to select the "Authority Level" for the Bachelor Housing program. Depending on your ID and Password, you may be able to access program levels for BQ Manager, Civil Engineer or Comptroller.

You can look at each menu now to become familiar with its contents. To choose an option, simply move the mouse so that the arrow points to the option you are selecting and click. We will begin with What's New.

4.1.1 What's New

PBMSS uses What's New as a bulletin board for reminders of program requirements or answers to users' questions. Information about changes to the BQ Manager Web Desk Guide will also be provided in this section.

Attention: Check the What's New bulletin board for New Information.

■ ***Click on What's New***

When the next screen is displayed, you will see a section called Authority Level. Authority Level means the section of the PBMSS Bachelor Quarters program that your ID and Password will allow you to access.

■ ***Click on the down arrow next to see the program levels you can access***

■ ***Click on BQ Manager View***

■ ***Click on Set Authority Level***

After you click on Set Authority Level, you will be returned to the screen which relates to What's New because What's New is the first menu option you selected after you entered your ID and Password.

Now, you can click on other menu options. You may click on Data Status, Charts, Reports, Inputs, Desk Guide or Help.

To Move from One Program Level to another:

- ***Click on Change at the top right on the screen, then***
- ***Click on the program level you want to go to***
- ***Click on Set Authority Level***

4.1.2 DATA STATUS

Data Status will display the latest download status from STARS FL, RAMCAS, BAMS, QINN, PARS, Lodging Touch, MSPQS and Manual Input.

As well as the latest input from CSS, IQS, Chart data, Monthly Civil Engineer cost, Training, FCI, Permanent Military Labor, Temporary Military Labor and Personnel OnBoard.

- ***Click on Data Status***

If updates are not done on a timely basis, the data on your charts could be wrong. STARS FL and RAMCAS update cost on a monthly basis.

Monthly (CE) Civil Engineer cost data (manual input) is not always updated on a monthly basis because installations may not have entered cost for a specific month. BAMS and QINN are updated on a daily basis. Other updates include IQS, FCI, Training Data, Labor, and Occupancy. IQS Chart Data is updated quarterly when installations submit updates.

4.1.3 CHARTS

- ***Click on Charts***

The following Chart Categories can be selected:

Audit Charts
Benchmarks
Cost Per Night Stay
Costs

Customer Satisfaction Form
Facility Condition Index
Installation Quality Survey

Occupancy
Training

Certain charts are available for each Chart Category. Let's practice looking at the Chart Categories and Available Charts.

- ***Click on the down arrow after Cost Per Night Stay***

To view available charts under Cost Per Night Stay

- ***Click on Cost Per Night Stay***
- ***Click on down arrow after "Costs Transient by Cost Category"***

You may select the date ranges for the chart by moving the mouse to the "From Month" and "To Month".

- ***Click on the blank box next to "From Month"***
- ***Delete previous month and year and type the beginning date (for example, 4/1999)***
- ***Click on the blank box next to "To Month"***
- ***Delete previous month and type the ending date (for example, 9/1999)***
- ***Click on Save my dates***
- ***Click on View to display the chart***

Before you print the chart:

Make sure your printer is turned on and set up.

- ***Click on the Print button at the top of the screen***

NOTE: To print anything while you are in Adobe Acrobat Reader you must use the Adobe print icon.

- ***Click on "Charts" to return to the previous screen***

When the previous screen is displayed, you will see the words "Chart Description".

- *Click on “Charts” to return to the previous screen*

4.1.4 REPORTS

The following Report Categories can be selected:

Accreditation Assessment

Cost

CSS

FCI

IMAP

IQS

Lodging

Occupancy

Training

Utilization

To Run Report:

- *Select the report you want to run.*
- *Click on next*
- *Select an output format*
- *Click On Run Report*

Note: This process may take a minute:

To Print a Report:

- *Click on the printer Icon*
- *Select a printer*
- *Click OK*
- *Click on Back to return to the Report Category list to make another selection.*

4.1.5 INPUTS

- *Click on Inputs*

The *Input* screens can be accessed by the BQ Manager, Civil Engineer or Comptroller. Section 5 will explain each input screen in detail.

4.1.6 DESK GUIDE

This Desk Guide was developed specifically for BQ Managers as a quick reference to produce PBMSS charts to evaluate trends in occupancy, customer satisfaction and cost per night stay. Refer to Section 8 of this Desk Guide for instructions to download the latest version.

4.1.7 HELP

In addition to the Desk Guide, PBMSS has a comprehensive On-line Help system. Just click on Help on the Menu bar.

INPUTS

Accreditation Assessment
BQ Building Inventory Data
BQ Building Room Bed Inventory Data
BQ Occupancy Data Entry
Basic Allowance Housing
Building Wings
Customer Status Codes
DOD Lodging Reports
Employee Training Input Selection
Facility Condition Index
IQS Survey Input Screens
Job Order Number Cross Reference
Metrics Data Entry
Monthly Input Costs
Per Diem Rates
Permanent Military Labor Allocation
Personnel OnBoard
Temporary Military Labor

5. INPUTS

5.1 ACCREDITATION ASSESSMENT

OPNAVINST 11103.6 of 21 May 96 established the Navy Bachelor Housing Accreditation Program (BHAP) to promote excellence in Bachelor Housing (BH) management Office (BHPMO) responsibility for:

1. Publishing the Admiral Zumwalt Award Program administration procedures.
2. Developing and maintaining accreditation standard and criteria that will encompass a two-year designation period. Dissemination those standards via instruction or notice to all BH and major claimants.
3. Arranging for the presentation of the calendar year award for all Zumwalt winners.

The BHAP recognizes those commands that, based on customer expectations, exceed the minimum standards for service, facilities and amenities. Commands receiving Three, Four, and Five Star accreditations provide their guests and residents with levels of service, comfort and security beyond the minimums required by DOD and DON. Zumwalt Award winners represent the ultimate military lodging and housing operations. Their guests and residents are assured of exceptional facilities and first-rate service.

Note: If a particular standard is not required/met due to BH configuration, credit will be given.

Purpose: *To provide procedures and standards for the calendar year 2002 BHAP.*

SIMCS will monitor feedback from customers and take appropriate action.

Visitor Quarters Input:

- ***Click on Inputs***
- ***Click on Accreditation Assessment***
To insert standards for visiting quarters

■ ***Click on Visiting Quarters input***
Values 001 through 095 are your basic standards that have to be met before continuing on to the star standards. Once all standards have been entered,

- ***Click on Save***
You should receive a screen message saying successfully saved.

Remember, you must have the basic standards met before you can move on to the star standards.

- ***Click OK***
- ***Click on Close***

: Bachelors Quarters Input :

To insert standards for Bachelors Quarters

- ***Click on Bachelors Quarters Input***
Values 001 through 065 are your basic standards that have to be met before continuing on to the star standards. SEE NAVFAC NOTICE 11103 FOR ADDITIONAL INFORMATION. Once all Standards have been entered,

Note:

Make sure all basic standards have been met before you can go on to the star standards.

- ***Click on Save***
You should receive a screen message saying successfully saved.
- ***Click OK***

- ***Click on Close***

Note:

When you have entered all standards in both Visiting Quarters and Bachelors Quarters input screens, you will then Submit to the Region Command Level. After submitting you are no longer able To make any changes at the Site Level.

: Submit Entries to Region Command Level:

- ***Click on Submit Entries to Region Command Level***

Once you are in the screen you can see your input. You will Not be able to make any changes.

- ***Click on Submit***

You should receive a screen message saying successfully submitted.

- ***Click on OK***

If your site is Not Regionalized, you will Submit to the Major Claimant Level:

- ***Click on If Your Site Is Not Regionalized, Submit Entries to Major Claimant Level.***

- ***Once you are in this screen you can see your input. You will not be able to make any changes.***

- ***Click on OK***

- ***Click on Close***

Note: Once you have submitted to Regional Level or Major Claimant Level you are no longer able to see those two entries in the Accreditation Values Input Screen. The BQPMO then receives it and Validates if approved.

5.2 BQ BUILDING ROOM BED INVENTORY DATA

- **Click on Inputs**
- **Click on BQ Building Room Data Entry**

The first BQ Room Bed Inventory Data screen will be displayed

Time Frame for Entering Data:

Data for Building Room Bed Inventory should be edited at the beginning of each month.

To Add Beds

- **Click on the building # to select proper building**
If the building is not listed, The “BQ Building Inventory Data” will be used to add the building before adding the number of beds.
- **Click on the drop down list next to year to select correct year**
- **Click on the drop down list next to month to select the Month, in which you will be editing**
- **Click on Add/Edit**

This screen will allow you to add or modify existing records for the number of beds to the Bldg / Year / Month you have selected.

- **Click on the box under # of beds and enter the correct number of beds for that building**
- **Click on Save**

You will receive a message saying “Successfully Updated” if You’re editing an existing record. If you are adding a record, You’ll receive a message saying “Successfully Added”.

To review or print records that have been entered for the whole month:

- **Click on Year and select**
- **Click on Month and select**
- **Click on Retrieve**

To print the list of Bed Inventory Data:

- **Click on the print icon at the top of your screen or go to file and select print**

- ***Click on Close***

Clicking on Close will take you back to Input Screens

5.3 BQ BUILDING INVENTORY DATA

- ***Click on Inputs***

- ***Click on BQ Building Inventory Data***

The first BQ Building Inventory Data screen will be displayed.

Time Frame for Entering Data:

A record for each building should be added when you first access the PBMS BQ Web Program. Information should be updated when new buildings are constructed or when changes occur to square footage as a result of renovation efforts. (Building numbers that are not entered on this screen cannot be accessed from any other part of the program).

To Add Buildings

- ***Click on the blank box under Building No.***

- ***Type the Building Number***

- ***Press TAB***

- ***Type the Square Footage (without the comma)***

- ***Click on Add***

You will receive a screen message saying “Successfully Added”

- ***Click on OK***

You will be returned to the previous screen

- ***Click on the Print icon at the top of the screen to print the BQ Building Inventory data***

- ***Click on Close when you are finished entering data***

To Edit Square Footage

- ***Click on Edit on the line you wish to change***

When the next screen is displayed,

- ***Click on the box under Square Feet***

- ***Type the new square footage***

- **Click on Save**

A screen message will appear saying “Successfully Saved”.

- **Click on OK**

When you are returned to the previous screen, you may continue to make other changes. When you are finished,

- **Click on Close**

5.4 BQ OCCUPANCY DATA ENTRY

- **Click on Inputs**

- **Click on BQ Occupancy Data Entry**

The first BQ Occupancy Entry Add screen will be displayed.

Timeframe for Entering Data:

1. Installations with automated property management systems:
Occupancy data will normally be downloaded from the property management system to PBMSS at midnight each night. Use the following instructions to enter occupancy data if your property management system is down.
2. Installations Without property management systems: *Use the following instructions to add data each day.*

To Add Occupancy Data

- **Click on Add New**

When the BQ Occupancy Data Entry Add screen is displayed, the first field will contain the Unit Identification Code (UIC) for your installation. The UIC is generated by PBMSS. You cannot access this field.

- **Click on the box beside date and enter date**

- **Click on the blank boxes next to PP or TR to enter total night stays, Beds blocked, No shows, CNA's Issued and GB's.**

- **Click on save**

Note:

PBMSS will compute Night Stays data.

A screen message will appear saying “Successfully Added”.

■ **Click on OK**

The BQ Occupancy Data Entry Add screen will be displayed so that you can continue adding data. When you are finished entering and saving your data,

■ **Click on Close**

The first BQ Occupancy Data Entry screen will be displayed again with data that you entered and saved.

To Edit Existing Data

■ **Click on Edit on the line you want to change**

■ **Click on the field you want to change and enter the new data**

■ **Click on Save when you are finished**

■ **Click on OK**

To Delete Existing Data

■ **Click on Delete on the line you want to erase**

■ **Click on OK**

How to Use the Start and End Dates at the top of the screen

You can replace the existing Start and End Dates to display information for a range of time. Remember that data is downloaded (or input if you don't have a property management system or if your system is down) on a daily basis. It is useful to display this data on a regular basis to check that downloads have been made, or data entered.

■ **Click on Close when you are finished**

5.5 BASIC ALLOWANCE HOUSING

Note: Basic Allowance Housing is automatically loaded into PBMSS.

■ **Click on Inputs**

■ **Click on Basic Allowance Housing**

Once the Basic Allowance Housing screen is displayed, you will be able to view the BAH Amounts (by rank) for selected years. You can view the entire list by clicking on the down arrow at the far right of the screen (if the screen has sufficient data to scroll).

To Add BAH Amounts for the Current Year

- Click on the down arrow under Year
- Click on the correct Year
- Click on the blank box under BAH Amount for the correct rank
- Type the amount without the dollar sign (for example, 400).

Note

Continue adding BAH rates for each rank that applies for the current year.

- Click on Save
- Click on OK

To Edit a BAH Rate

- Click on the amount under BAH amount for a specific rank
- Type the new amount (without the dollar sign)
- Click on Save

To Print the BAH Rates

Click on the Print Icon at the top of the first BAH screen
Or go to file and select print

5.6 BUILDING WINGS

- Click on Inputs
- Click on Building Wings

Time Frame for Entering Data

The BQ Manager should enter information when the PBMSS BQ Web program is first accessed. New wing numbers should be entered whenever a wing is added to a building. If a new building is also identified as a wing, the Bldg No and Square Feet must first be entered on the BQ Building Inventory Data screen, then on the Building/Wings Data Entry screen.

When the Building Wings Data Entry screen is displayed, you will be able to view the building and wing data that has been entered into PBMSS. You can view the entire list by clicking on the down arrow at the far right

of the screen (if the screen has sufficient data to scroll).

To Add Wing Data

- *Click on the down arrow under Bldg No*
- *Click on the correct Bldg No*
- *Click on the blank box under Wing*
- *Type the Wing Number*
- *Click on Add*

You will receive a screen message saying “Successfully Added”.

- *Click on OK*

To Delete a Building and Wing Number

- *Click on Delete next to the data you want to delete*
- *Click on OK*

5.7 CUSTOMER STATUS CODES

- *Click on Inputs*
- *Click on Customer Status Codes*

Once the Customer Status Codes Data Entry screen is displayed, you will be able to view the customer data that has been entered into PBMSS.

Time Frame for Entering Data:

The BQ Manager enters data when the PBMSS Web Program is first accessed. This screen should be updated if new Customer Status Codes are developed.

Note:

It is critical that you check to see that your Property Management System contains the same Customer Status Codes that are in PBMSS.

To Add Customer Status Codes

- *Click on Add*
- *Click on the blank box under Status Code*
- *Type the Status Code (2 alphanumeric characters)*
- *Click on the down arrow under Custom Type*
- *Click on TR (Transient) or PP (Permanent Party)*
- *Click on the down arrow under Custom Type Detail*

- ***Click on the correct description***

- ***Click on Save***

You will receive a screen message saying “Successfully Saved”.

- ***Click on OK***

To Edit Custom Type or Custom Type Detail

- ***Click on Edit on the line you want to change***

When the Customer Status Codes Edit screen is displayed,

- ***Click on the down arrow next to the field(s) you want to change***

- ***Click on the new choice***

- ***Click on Save when you are finished***

You will receive a screen message saying “Successfully Updated”.

- ***Click on OK***

To Delete a Customer Status Code:

- ***Click on Delete next to the data you want to delete.***

- ***Click OK***

5.8 DOD LODGING REPORTS

- ***Click on Inputs***

- ***Click on DOD Lodging Reports***

The DOD Lodging Screen provides a menu of reports from which to select. The desired year for reporting is selected from the dropdown list.

- ***From the dropdown list click on the year in which you wish to report.***

Customer Guest Support:

- ***Click on Customer Guest Support***

- ***Under status beside each field select an option***

- ***Under Estimated Completion date, enter a date***

- ***Under the comment section, enter your comments***

- ***Click on Save All***

You will receive a screen message saying are you sure you want to save this page?

- ***Click OK***

You will receive a screen message saying successfully updated.

- ***Click OK***
- ***Click on Close***

Operations

- ***Click on Operations***
- ***Click and enter the status for each field***
- ***Enter the estimated completion dates for each***
- ***Enter your comments***
- ***Click on Save All***
- ***Click on OK***
- ***Click on Close***

Physical Plant

Note: The Physical Plant screen is for new construction and/or Renovation only. Also, you must have Transient Rooms available in order to access this screen.

- ***Click on Physical Plant***
- ***From the drop down list click on the year***
- ***Click on select a building to view***
- ***Click and select the status for each***
- ***Click on Save Values to All Buildings***
- ***Click on Close***

In Room Physical Plant

Note: The In Room Physical Plant screen is for new construction and/or renovation only. You must have Transient Rooms available in order to access this screen.

- ***Click on Physical Plant***
- ***From the drop down list click on the year***
- ***Click on select a building to view***

- *Click on select a room to view*
- *Select and enter status for each*
- *Click on Save values to All rooms*
- *Click on Close*

In Room Guest Support and Amenities

Note: You must have Transient Rooms available in or to access this screen.

- *Click on In Room Guest Support and Amenities*
- *From the drop down list click on the year*
- *Click on select a building to view*
- *Click on select a room to view*
- *Select and enter status for each*
- *Click on Save values to All rooms*
- *Click on Close*

5.9 EMPLOYEE TRAINING INPUT SELECTION

Note: Employee training will list all courses for both Bachelor Housing and Food Service.

- *Click on Inputs*
- *Click on Employee Training Input Selection*

Employee Input Select Screen:

The following screens are listed as:

- 5.9a *Individual Employee Training*
- 5.9b *Group Employee Training*
- 5.9c *Transfer Employee to Different UIC*
- 5.9d *Transfer Employee to a Different Location within UIC*
- 5.9e *Add/Edit Local Courses*

5.9a INDIVIDUAL EMPLOYEE TRAINING

- *Click on Inputs*

Note:

You must be signed on to the BQ Manager Authority Level in order to view, add or change data for this section.

■ ***Click on Individual Employee Training***

When this screen is displayed you will see a list of previously entered data.

To Add New Personnel

■ ***Click on Add***

When the next screen is displayed, you can begin entering the Employees Last name, First name, Date of Arrival, Planned Rotation Date, their Employee Status, the Location the Employee works and their Rank.

■ ***Click on the block next to Last Name***

■ ***Type Last Name***

■ ***Type First Name***

Note:

The required format for all dates is MM/DD/YYYY. You will receive an error message when you try to save a screen that contains a different date format.

■ ***Type Date of Arrival (for example, 10/30/1999)***

■ ***Type Planned Rotation Date***

■ ***Click and enter Employee Status***

■ ***Click and select Location***

■ ***Select a Current Rank***

■ ***Click on Next***

You should receive a screen message saying Successfully Saved

■ ***Click on OK***

If the Rank was E1-E9, the Rank History will be displayed.

■ ***Enter the Date of Rank, the End Rank Date, and the PARS Completion Date for all the Ranks that you have information for.***

■ ***Click on Add/Edit at the bottom of the screen to add information about the position the employee occupies.***

■ ***Click on Save***

■ ***Click OK***

Note:

If the employee you are entering in the database is currently active and have the same first name and last name, you will receive a

screen message asking if you wish to change your input? If so, click on yes. And if not, click on no.
Its not recommended that you have the employee listed more than once!

To Add Completion Dates for Courses

- ***Click on Edit next to the person you want to add completion dates to.***
- ***Click on Courses***
- ***Click on Add/Edit next to the person you want to add completion dates to.***
- ***Click and add the Completion Date in the Blank Box under Comp Date***
- ***Click on Save***
You should receive a screen message saying Successfully Saved
- ***Click on OK***
If you are finished entering completion dates
- ***Click on Close***
To Return to Inputs Screen
- ***Click on Close***

To Change Existing Data

- ***Click on Edit beside the persons name you want to change***
- ***Make your change***
- ***Click on Save***
You will receive a screen message saying “Successfully Saved”.
- ***Click on OK***

5.9b GROUP EMPLOYEE TRAINING

Note:

The Mass Add screens provide a means of pre-selecting a group of employees that will be adding the same course completion on the same day. Data can be entered one time and will apply to all pre-selected employees. No edits are allowed on these screens.

- ***Click on Inputs***

■ ***Click on Group Employee Training***

The screen displayed is Employee Training Mass Update

- ***To enter completion dates for GMT Training, select an employee or group of employees by clicking in the blank box under select.***

■ ***Click on GMT Training***

■ ***Enter completion dates (Example) MM/DD/YYYY***

■ ***Click on Save***

You should receive a screen message saying Successfully Saved

■ ***Click on OK***

You will be returned to the Employee Training Mass Update screen.

- ***To enter completion dates for BH Courses, select an employee or group of employees by clicking in the blank box under select.***

■ ***Click on BH Courses***

■ ***Enter Completion Dates (Example) 12/09/1999***

■ ***Click on Save***

You should receive a screen message saying Successfully Saved

■ ***Click on OK***

You will be returned to the Employee Training Mass Update Screen

■ ***Click on Courses***

When the next screen is displayed, you will see a list of required courses for Bachelor Housing Employees:

Course Title

MS-PQS (MS-Personnel Qualification Standard)

GM-51 Lesson Plans

GMT Training

Local Courses

Professional/Advancement Requirement

Sanitation Cards/Refresh

Safety/Heat Stress/Hearing

Class A School

C NEC 3525 Private Mess Ops

C NEC 3527 Culinary Specialist

C NEC 3529 Wardroom/Galley Sup

C NEC 3538 Bachelor Quarters Spec
C NEC 9502 Instructor
C NEC 9585 Recruiter

Note:

As Navy standards change, some course names may also change. The most current list will always be on your PBMS Food Service Employee Training screen.

USING THE ADD/EDIT FUNCTIONS

Add and/or Edit functions can be used for MS-PQS, GM-51 Lesson Plans, GMT Training and Local Courses to enter or change course completion data.

MS-PQS

■ ***Click on Add/Edit***

A screen will be displayed with an employee's list of Watchstations (courses). Each column header is explained below:

<i>Station Name</i>	<i>Name of course</i>
<i>Req. Signatures</i>	<i>Number of required signatures</i>
<i>Emp. Signatures</i>	<i>The displayed number is the previous amount of signatures that an employee obtained for a specific course</i>
<i>Emp. Date</i>	<i>This is the previous Progress Date entered for Employee Signatures</i>
<i>Pct. Comp</i>	<i>PBMS computes the percentage (of signatures) Completed</i>
<i>Total Signatures</i>	<i>Enter the number of signatures that an employee</i>

has just obtained for a specific course

Progress Date *Enter the date those signatures were obtained*

- ***Click on the blank box under “Total Signatures” to enter
The number of signatures just obtained for a specific course***
- ***Press TAB to move to Progress Date***
- ***Type the date when the signatures were obtained***
- ***Click on Save***
- ***Click on OK***

To Change Existing Data

- ***Click on the Edit button***
- ***Click on Save after you have made the change(s)***
- ***Click on OK***

Note:

When the percent complete = 100%, the progress data is used as the completion date for computations on the charts.

Explanation of MS-PQS Completion Rate Chart:

PBMSS produces a bar chart that displays the percentage of MS personnel, with active galley status, during the quarter(s), who have completed each watch-station PQS.

PBMSS uses the following formula to compute the MS-PQS Completion Rate (Pct. Comp):

***The # of Active galley employees for the requested
time period, divided by the total number of completion
dates for (all) active galley employees for a specific
watch-station (for the requested time period).***

For example, if the galley has a total of 5 active employees for the selected date range of FY 98, first quarter, and 3 of the 5 have completion dates

prior to 1/1/98 for Steward, then the percent completed = 60%.

USING THE ADD/EDIT FUNCTIONS FOR:

GM-51 Lesson Plans, GMT Training and/or Local Courses

- *Click on Add/Edit*

- *Click on the blank box under “Comp Date”*
- *Type the course completion date*
- *Click on Save*
- *Click on OK*

To Change Existing Data

- *Click on the Edit button*
- *Click on Save after you have made the change(s)*
- *Click on OK*

Downloading Courses

When you look at the screen, you will notice that MS-PQS, GM 51 Lesson Plans, and GMT Training can be downloaded. If you want to download course(s), click on Download next to the course title.

Note:

A window will appear requiring you to enter a User Name and Password for PQS. User Names and Password are not required to download GM 51 Lessons or GMT Training.

Specific Information about downloading MS-PQS Lesson Plans:

Before you can read the MS-PQS books, you may need to download a software program called Adobe Acrobat Reader, if this program is not already on your computer. (MS Word cannot read these books because the files are created in Portable Document Format [PDF], which is a conversion program for digital applications).

Adobe Acrobat Reader System Requirements:

Pentium processor-based PC

Windows 95 or Windows NT

16 MB of RAM for Windows 95; 24 MB RAM for Windows NT

10 MB of available hard disk space

If you are using Microsoft Internet Explorer, follow these instructions to download the Acrobat Reader:

■ ***Click on Get Acrobat Reader***

The Acrobat Reader Web page will be displayed. Follow Steps 1, 2, and 3. Entering your E-mail address is not required. Use the down arrow on the right side of the screen to scroll down the web page.

Step 1: Click on English then select the platform by clicking on Win 95, Win 98 or Win NT. Next, click on USA.

Step 2: (Not Required). Enter your E-mail address only if you want a response from Acrobat.

Step 3: Click on download.

Download will begin.

■ ***Click on “Run this program from its current location”***

A screen message will advise you that you have started to download a file from FTP.ADOBE.COM

■ ***Click on OK***

The next screen that appears is a security feature. Click on Yes to continue processing.

The next screen will appear showing the status of the download. (You may also want to check the box titled “Close this dialog box when download completes). After the download is completed,

- ***Click on the INPUT button at the top of the screen to return to the main input screen***

- ***Click on Download next to MS-PQS***

When the next page is displayed, scroll to the entry 43532-1A, which is an item under General Mess Operations.

- ***Click on 43532-1A***

A file download screen will appear to allow you to save the MS-PQS lessons to your hard drive.

- ***Click on Save***

- ***Click on OK***

Now, you must select the directory where you want the MS-PQS lessons stored. This is accomplished by selecting the folder in the Save-In display window. Then,

- ***Click on Save***

A Download Complete window will be displayed when the download is finished.

- ***Click on OK***

- ***Click on the Minimize (minus sign) button on the top right corner of the screen***

- ***Click on Start at the bottom left corner of the screen***

- ***Click on Programs, then click on Windows Explorer***

- ***Click on the name of the directory where you saved the MS-PQS download file***

- ***Locate the file name 43532-1a using the down arrow on the right side of the screen***

- ***Click on the file name 43532-1a***

A Winzip self-extractor window will be displayed.

- ***Click on Unzip***

A Winzip window saying “1 file unzipped successfully” will be displayed.

- ***Click on OK***

- ***Click on Close***

Note:

Unzip will decompress file 43532 and store it in C:\windows\temp. The

following steps will show you how to access the 43532-1a file in the Temp directory.

After you click on Close, you will be returned to the Windows Explorer list of files. Scroll to the Windows directory, then

■ ***Double Click on Windows***

Continue to scroll down the list, then

■ ***Double Click on Temp***

You will see a list of files that are stored in the Temp directory. Look for a file named 43532-1a, then

■ ***Double Click on 43532-1a***

You will see the words MS-PQS Lessons displayed in the Acrobat Reader window. You can view or print the lesson plans.

Note:

Printing will take awhile because the 43532-1a file is 232 pages long.

To Print the Lesson Plans:

■ ***Click on the Printer Icon at the top of the***

The print window will be displayed.

■ ***Click on OK***

■ ***Click on Close to close the Acrobat Reader***

■ ***Click on Close to close Windows Explorer***

■ ***Click on the minimized browser at the bottom of your screen***

■ ***Click on the Back button on the toolbar to return to the Employee Courses Edit screen.***

If you are using Netscape, follow these instructions to download Acrobat Reader:

■ ***Click on Get Acrobat Reader***

The Acrobat Reader Web page will be displayed. Follow Steps 1, 2, and 3. Entering your E-mail address is not required. Use the down arrow on the right side of the screen to scroll down the web page.

Step 1: Click on English then select the platform by clicking on Win 95,

Win 98 or Win NT. Next, click on USA.

Step 2: (Not Required). Enter your E-mail address only if you want a response from Acrobat.

Step 3: Click on download.

Download will begin.

A window will be displayed to save the download file. It is recommended that you use C:\temp or some other temporary directory.

■ ***Click on Save***

Write down or remember the directory and file name where the file is saved.

Once the download is complete, click on the “INPUT” button at the top of the screen. This will place you at the Main Input screen.

If the Windows “Start” button is not visible in the lower left hand corner of the screen, minimize the PBMSS window.

■ ***Click on Start in the lower left hand corner of the screen***

■ ***Click on Run***

■ ***Type the path where you saved the download file
(for example, C:\Temp\AR40eng.exe)***

■ ***Click OK and follow the Acrobat Reader Install directions that follow***

■ ***Click on the INPUT button at the top of the screen to return to the main input screen***

■ ***Click on Download next to MS-PQS***

When the next page is displayed, scroll to the entry 43532-1A, which is an item under General Mess Operations.

■ ***Click on 43532-1A***

A file download screen will appear to allow you to save the MS-PQS lessons to your hard drive.

■ ***Click on Save***

■ ***Click on OK***

Now, you must select the directory where you want the MS-PQS lessons stored. This is accomplished by selecting the folder in the Save-In display

window. Then,

- ***Click on Save***

A Download Complete window will be displayed when the download is finished.

- ***Click on OK***

- ***Click on the Minimize (minus sign) button on the top right corner of the screen***

- ***Click on Start at the bottom left corner of the screen***

- ***Click on Programs, then click on Windows Explorer***

- ***Click on the name of the directory where you saved the MS-PQS download file***

- ***Locate the file name 43532-1a using the down arrow on the right side of the screen***

- ***Click on the file name 43532-1a***

A Winzip self-extractor window will be displayed.

- ***Click on Unzip***

A Winzip window saying “1 file unzipped successfully” will be displayed.

- ***Click on OK***

- ***Click on Close***

Note:

Unzip will decompress file 43532 and store it in C:\windows\temp. The following steps will show you how to access the 43532-1a file in the Temp directory.

After you click on Close, you will be returned to the Windows Explorer list of files. Scroll to the Windows directory, then

- ***Double Click on Windows***

Continue to scroll down the list, then

- ***Double Click on Temp***

You will see a list of files that are stored in the Temp directory. Look for a file named 43532-1a, then

- ***Double Click on 43532-1a***

You will see the words MS-PQS Lessons displayed in the Acrobat Reader window. You can view or print the lesson plans.

Note:

Printing will take awhile because the 43532-1a file is 232 pages long.

To Print the Lesson Plans:

- ***Click on the Printer Icon at the top of the***
The print window will be displayed.
- ***Click on OK***
- ***Click on Close to close the Acrobat Reader***
- ***Click on Close to close Windows Explorer***
- ***Click on the minimized browser at the bottom of your screen***
- ***Click on the Back button on the toolbar to return to the Employee Courses Edit screen.***

Specific information about downloading GM-51 Lesson Plans:

After you click on Download, the next screen the Navy Food Services Web page. Click on MS Lesson Plans. Each of the lesson plans has a numerical reference from 1 to 51, which relate to the names of the lesson plans listed below. Use this Desk Guide list to help select the correct numbered courses before you make your selection on the download screen.

<u>Lesson</u>	<u>General Mess Lesson Plan for Training</u>
1	Organization of the General Mess
2	Concepts of Customer Relations
3	Wardroom Table Preparation and Securing Procedures
4	Private Mess Financial Operations Afloat
5	Food Service Equipment
6	Dishwashing Machine Operations
7	Food Borne Illness/Personal Hygiene
8	Housekeeping Procedures
9	Galley Equipment Safety (E-Division)
10	Wardroom Tableware Utensils and Seating
11	Stowage and Care of Food Service Storerooms
12	Plastics Removal in the Marine Environment (Prime)
13	Mess Decks Master-At-Arms
14	Food Presentation
15	Tools/Guides in Menu Planning
16	Principles of Nutrition for Menu Planning
17	Drafting, Recording and Posting the Menu

18	Food Preparation Worksheet (NAVSUP 1090)
19	The Armed Forces Recipe Service (NAVSUP P-
20	Menu Evaluation
21	Breakouts and Issues to General Mess
22	Food Preparation– Meat and Meat Cookery
23	Food Preparation - Poultry
24	Food Preparation - Seafood Cookery
25	Food Preparation - Soups, Sauces & Gravies
26	Food Preparation - Cooking with Starches
27	Food Preparation - Fruits and Vegetables
28	Food Preparation - Salads
29	Food Preparation - Cheese and Eggs
30	Food Preparation - Pies and Pastries
31	Food Preparation - Cakes
32	Food Preparation - Quick Breads and Cookies
33	Food Preparation - Ice Cream and Chilled Deserts
34	Food Preparation - Sweet Dough
35	Food Preparation - Bread and Hot Rolls
36	Custom Foods
37	The Navy Ration System
38	Using General Mess Control Record (NAVSUP Form 338)
39	Preparation of the Ration and Sales Report (NAVSUP Form 1359)
40	Preparation of the General Mess Operating Statement (NAVSUP Form 1358)
41	Deleted January 1999
42	Regulations and Procedures to Purchase Subsistence Items under Contract
43	Receipt and Stowage of Subsistence
44	Stock Control Records
45	Transfer of Subsistence Items
46	Surveys and Losses without Survey
47	Developing the Smooth Inventory for Subsistence Items
48	Officers Messes Afloat
49	Formal, Semi-Formal and informal Wardroom Service
50	Wardroom Etiquette
51	Galley Equipment Maintenance (A-Division)

Specific information about downloading GMT Training courses:

If you click on download for GMT Training, you will be linked to the General Military Training Web page. You will be able to download:

GMT Newsletter, NAVADMIN 026/99, NAVADMIN 249/98, NAVADMIN 177/98, Curriculum Topics, or GMT Materials.

Use this Desk Guide list to help select the correct numbered courses before you make your selection on the download screen.

Lesson # GMT Training Courses

- 37 *Operational Risk Management – Safe Driving*
- 38 *Alcohol and Drug Abuse*
- 39 *Responsible Living – Responsible Sexual Behavior*
- 40 *Anger Management, Stress Relief and Suicide Awareness*
- 41 *Physical Readiness / Dental Readiness / Tricare*
- 42 *Domestic and Family Violence*
- 43 *Sexual Harassment, Equal Opportunity, Homosexual Policy and Grievance Procedures*
- 44 *Fraternization*
- 45 *Sexual Assault*
- 46 *Personal Financial Management*
- 47 *History, Organization and Missions of the Naval Reserve*
- 48 *History of Naval Aviation*

- 25 *Operational Risk Management – Traffic Safety*
- 26 *Alcohol and Drug Abuse*
- 27 *Sexually Transmitted Diseases (STD) Education*
- 28 *Suicide Awareness*
- 29 *Physical Readiness Program*
- 30 *Sexual Harassment*
- 31 *Navy's Equal Opportunity, Homosexual Policy, and Grievance Procedures*
- 32 *Fraternization*
- 33 *Navy College Program*
- 34 *Extremist / Hate Groups*
- 35 *Personal Financial Management*
- 36 *History of the Enlisted Sailor*

- 13 *Recreational Safety*
- 14 *Information Security – Communications and Computers*
- 15 *Responsible living – Responsible Sexual Behavior*
- 16 *Parenting: Family and Command Responsibility*
- 17 *This is the First Day of the Rest of Your Life*
- 18 *Navy Benefits*
- 19 *Developing and Building Trust*
- 20 *Off the Job Relations*
- 21 *Managing Personal Affairs and Long Term Planning*
- 22 *Achieving Professional Goals*
- 23 *Upholding Core Values: Midway the Battle, The Heroes and Their Stories*
- 24 *Geopolitical Landscapes and the Role of the US Navy*

- 01 *Introduction to Operational Risk Management*
- 02 *Physical Security – Your Responsibility*
- 03 *Command Readiness is Dependent on Individual Readiness*
- 04 *Parenting: Family and Command Responsibilities*
- 05 *Critical Personal Choices*
- 06 *On the Job Relationships*
- 07 *Developing and Building Trust*
- 08 *Managing Personal Finances*
- 09 *Developing a Personal Vision*
- 10 *Heroes in War: Medal of Honor Awardees*
- 11 *Roles of Your Command: Outline Provided*
- 12 *Ceremonies: Their Purpose and History*

■ ***Click on the subject you want to download***

Note:

Course completion dates can be entered for individual employees by clicking on Add next to GMT Training on the Employee Courses screen. If you have a number of employees who have completed the same course on the same date, click on INPUT at the top of the screen, then click on Employee Training Group Update. Follow instructions under Section 5.3.1 of this desk guide.

Note for Professional Advancement Requirement courses):

If you click on “Professional/Adv Req”, you will see the Rank data that you previously filled out for the employee. Each rank has a professional advancement training requirement. The data on this screen, and on all other employee rank screens, is used to produce a bar chart entitled “Professional Advancement Requirements”.

Explanation of Professional Advancement Requirements Chart:

This chart identifies the number of MS personnel, with active galley status during the selected quarter (date range you enter before viewing a chart), who have completed the requirements to advance to the next rank.

PBMSS uses the following formula to compute the Professional Advancement Requirements completion rate:

The # of active employees during the selected date range for an individual rank, divided by the total number of completion dates for those employees which occurred before the first day of the next quarter.

For example, if the selected date range is FY 98, 1st quarter, and there are three active E1s for that period and two of the E1s have completion dates prior to 1/1/98, then 67% of E1s have completed Professional Advancement Requirements for the next level (E2).

- ***Click on Back on the next three screens to return to the Employee Courses Edit screen***

To Change Employee Training data after you have saved your entries:

- ***Click on the down arrow on the right side of the screen to scroll through the list of employee names***
- ***Click on EDIT***

Note:

Make sure you click on EDIT for the correct employee name.

- ***Click on the item you need to change***
- ***Click on Save***
- ***Click on Close***

5.9c TRANSFER EMPLOYEE TO DIFFERENT UIC

- *Click on Transfer Employee to Different UIC*
- *Click on UIC Transfer next the selected Employee*
- *Beside New Site, select a location or New UIC in which your transferring to.*
- *Click on the dropdown and enter a New Site location*
- *Tab*
- *Type in a Transfer Date*
- *Tab*
- *Enter a New Date of Arrival*
- *Tab*
- *Type in New Rotation Date*
- *Click on Transfer*

You should receive a screen message saying Successfully Saved!

- *Click OK*

*This process will take you back to the Employee Transfer List;
Notice, the Employee you transferred is no longer listed.*

- *Click on Close*

5.9d TRANSFER EMPLOYEE TO DIFFERENT LOCATION WITHIN SAME UIC:

- *Click on Transfer Employee to Different Location Within Same UIC*
- *Click on Transfer next to selected Employee*
- *In the Employee Transfer Screen, Click on the dropdown and select a new location*
- *Tab*
- *Type in the Transfer date (Example mm/dd/yyyy)*
- *Click on Transfer*

You will receive a screen message saying Successfully Saved!

- *Click OK*

This process will take you back to the Employee Transfer List for any additional Transfers

5.9e ADD/EDIT LOCAL COURSES

- ***Click on Add/Edit Local Courses***

In this screen you can add a course by clicking in the blank box next to Add, or Delete a course by clicking the Delete button.

- ***Click on Ok after you have Added or Deleted***

- ***Click on Close***

5.10 FACILITY CONDITION INDEX (FCI)

Timeframe for entering data:

It is the BQ Manager's responsibility to enter the BMAR, once a year. Data should be updated if a building's FCI changes due to renovation or repair.

- ***Click on Inputs***

- ***Click on Facility Condition Index***

When the next screen is displayed, you will see a list of building numbers, Property Placement Values, BackLog of Maintenance Values and FCI.

- ***Click in the blank box under PRV and enter a Property Replacement Value, unless it is already entered.***

The PRV data was extracted from the Naval Shore Installations database for each building. If a building wasn't in the NSI database but was in the PBMSS database, the user will need to enter the Property Replacement Value in addition to the BMAR. Once data is entered and saved the program will calculate the FCI. Formula for Calculating is $FCI = 1 - (BMAR/PRV) \times 100\%$

- ***Click in the blank box under BMAR and enter the Backlog of Maintenance value.***

Note: Civil Engineer and/or Public Works should provide this information.

- **Click on Save**

You should receive a message saying successfully saved

- **Click Ok**

To check the History:

- **Click on the History Button**

- **Click on the down arrow under FCI year to display the correct year**

- **Click on Close**

5.11 IQS SURVEY INPUT SCREENS

Timeframe for entering data:

It is the BQ Manager's responsibility to ensure survey data is entered on a quarterly basis for each item under Room, Furnishings, Amenities (for Transients), and Neighborhood. Ratings should be updated whenever conditions change.

Quarterly data will appear on IQS charts if data is entered BEFORE:

December 31 for the first quarter

March 31 for the second quarter

June 30 for the third quarter

September 30 for the fourth quarter

If data is entered after the above dates, your new information will not be displayed on charts until the next quarter.

Note:

If you do not want to enter the data directly into PBMSS, you may send the forms directly to SPAWAR in Pensacola to be scanned into PBMSS. "Formerly known as NCTS Pensacola".

- **Click on Inputs**

- **Click on IQS Survey Input Screens**

When the next screen is displayed, you will be asked “What do you want to do? You can click on Modify a Building,, Modify a Room or Add Block of Rooms.

Note:

The following exercise will take you through the steps of modifying a building. After you have completed the steps to add Parts D, A, B and C for a building, we will continue with a sample of how to modify a room and how to Add A Block of Rooms.

If you clicked on Modify a Building

■ ***Click on Next***

Various choices will be displayed on the next screen.

What Parts A, B, C, and D Mean:

Briefly, the IQS Survey results provide the BQ Manager with a tool to measure quality against pre-determined standards. **Part A** is used to assess the status of BQ rooms. **Part B** is used to rate furniture. **Part C** evaluates amenities and is only used when the *Customer Type* for a room is Transient. **Part D** evaluates the surrounding neighborhood. **Part D** is only filled out once for each building.

Note:

You should refer to the Bachelor Quarters Performance Standards and Measures System (BQPSMS) User’s Manual to obtain a thorough understanding of the purpose of the IQS Survey.

We will practice selecting Add IQS Parts D, A, B, and C.

Adding Part D

■ ***Click on Add Part D***

■ ***Click on Next***

■ ***Click on the down arrow to select the Building or Wing Number***

■ ***Click on the correct Building or Wing Number***

■ ***Click on Next***

The next screen will display all the survey questions that relate to Part D, adding IQS ratings for the neighborhood.

■ ***Click on the down arrow under Customer Rank Range***

From

- *Click on the beginning rank for the building*
- *Click on the down arrow under Customer Rank Range To*
- *Click on the ending rank for the building*
- *Click on the down arrow under Intended Gender*
- *Click on Male, Female or Both*
- *Click on the down arrow Intended Customer Type*
- *Click on the correct Customer Type*
- *Click on the down arrow under Geographic Bachelor*
- *Click on Yes or No*
- *Click on the down arrow under Intended Status*
- *Click on Active Duty, Reserve or Both*
- *Click on the down arrow under Part Rating*
- *Click on Gold, Green or Red*
 - Gold “meaning”= Meets new quality of life standards*
 - Green = Adequate or meets current Navy standards*
 - Red = Inadequate, does not meet Navy standards*
- *Click on the down arrow under Rating for the first question*
- *Click on either Gold (meets new Quality of Life standards) or No Rating*

Continue selecting a rating for each question. When you are finished,

- *Click on Finish/Save*
 - You will receive a screen message saying “Successfully Updated”*
- *Click on OK*

You will be returned to the first IQS screen.

Adding Part A

- *Click on the circle next to “Modify/Add IQS Part A to ALL rooms”*
- *Click on Next*

The next screen deals with selecting a building or wing.

- *Click on the down arrow to select the Building or Wing Number*
- *Click on the correct Building or Wing Number*
- *Click on Next*

The next screen will display all the survey questions that relate to Part A. Remember, when you are on this screen, the ratings you select will be applied to ALL rooms in the building or wing you selected.

- *Click on the blank box under Number of Beds*
- *Type the number of beds in the building*
- *Click on the down arrow under Bed Designator*
- *Click Alpha or Numeric*
- *Click on the down arrow under Customer Rank Range From*
- *Click on the beginning rank for the building*
- *Click on the down arrow under Customer Rank Range To*
- *Click on the ending rank for the building*
- *Click on the down arrow under Intended Gender*
- *Click on Male, Female or Both*
- *Click on the down arrow Intended Customer Type*
- *Click on the correct Customer Type*
- *Click on the down arrow under Geographic Bachelor*
- *Click on Yes or No*
- *Click on the down arrow under Intended Status*
- *Click on Active Duty, Reserve or Both*
- *Click on the down arrow under Part Rating*
- *Click on Gold, Green or Red*

Gold “meaning”= Meets new quality of life standards

Green = Adequate or meets current Navy standards

Red = Inadequate, does not meet Navy standards

- *Click on the down arrow under Rating for the first question*

What green and gold mean:

The ratings of green and gold represent standards established by the Navy to measure quality.

Gold = meets new Quality of Life standards
Green = adequate or meets current Navy standards

- *Click on either Green or Gold, No Change or Delete (to remove an existing rating)*

Continue selecting a rating for each question. When you are finished,

- *Click on Finish/Save*
You will receive a screen message saying “Successfully Updated”
- *Click on OK*

Adding IQS Part B / IQS Survey – Step 1

You will be returned to the first IQS screen. You will continue to select Modify a Building to complete adding Part B to rate the furniture for all rooms in the building or wing you selected.

- *Click on Modify a Building*
- *Click on Next*

IQS Survey – Step 2

- *Click on Modify / Add IQS Part B to All Rooms*
- *Click on Next*

IQS Survey – Step 3 / (Modify or Add Part B)

- *Click on the down arrow to select the Building or Wing Number*
- *Click on the correct Building or Wing Number*
- *Click on Next*

The next screen will display all the survey questions that relate to Part B. Remember, when you are on this screen, the ratings you select will be applied to ALL rooms in the building or wing you selected.

IQS Survey – Step 4 Part B

Note:

Changes made on this screen will be Applied to all rooms in the building which you have selected.

- *Click on the blank box under Number of Beds*
 - *Type the number of beds in the building*
 - *Click on the down arrow under Bed Designator*
 - *Click Alpha or Numeric*
 - *Click on the down arrow under Customer Rank Range From*
 - *Click on the beginning rank for the building*
 - *Click on the down arrow under Customer Rank Range To*
 - *Click on the ending rank for the building*
 - *Click on the down arrow under Intended Gender*
 - *Click on Male, Female or Both*
 - *Click on the down arrow Intended Customer Type*
 - *Click on the correct Customer Type*
 - *Click on the down arrow under Geographic Bachelor*
 - *Click on Yes or No*
 - *Click on the down arrow under Intended Status*
 - *Click on Active Duty, Reserve or Both*
 - *Click on the down arrow under Part Rating*
 - *Click on Gold, Green or Red*
- Gold “meaning”= Meets new quality of life standards*
Green = Adequate or meets current Navy standards
Red = Inadequate, does not meet Navy standards
- *Click on the down arrow under Rating for the first question*
 - *Click on either Green or Gold or Delete (to remove an existing rating)*

Continue selecting a rating for each question. When you are finished,

- *Click on Finish/Save*
- *Click on OK*

*You will be returned to the first IQS screen. You will continue to select Modify a Building to complete adding Part C to rate the amenities for all **Transient** rooms in the building or wing you selected. Do not use Part C if you don't have Transient rooms in a building.*

Adding Part C

- *Click on Modify a Building*

- *Click on Next*
- *Click on Modify / Add IQS Part C to All Rooms*
- *Click on Next*
- *Click on the down arrow to select the Building or Wing Number*
- *Click on the correct Building or Wing Number*
- *Click on Next*

The next screen will display all the survey questions that relate to Part C. Remember, when you are on this screen, the ratings you select will be applied to ALL rooms in the building or wing you selected.

- *Click on the blank box under Number of Beds*
- *Type the number of beds in the building*
- *Click on the down arrow under Bed Designator*
- *Click Alpha or Numeric*
- *Click on the down arrow under Customer Rank Range From*
- *Click on the beginning rank for the building*
- *Click on the down arrow under Customer Rank Range To*
- *Click on the ending rank for the building*
- *Click on the down arrow under Intended Gender*
- *Click on Male, Female or Both*
- *Click on the down arrow Intended Customer Type*
- *Click on the correct Customer Type*
- *Click on the down arrow under Geographic Bachelor*
- *Click on Yes or No*
- *Click on the down arrow under Intended Status*
- *Click on Active Duty, Reserve or Both*
- *Click on the down arrow under Part Rating*
- *Click on Gold, Green or Red*

Gold “meaning” = Meets new quality of life standards

Green = Adequate or meets current Navy standards

Red = Inadequate, does not meet Navy standards

IQS Survey – Step 4 IQS Part C

- ***Click on the down arrow under Rating for the first question***
Continue selecting a rating for each question. When you are finished,
- ***Click on Finish/Save***
- ***Click on OK***

Note:

Now, we will practice the steps to modify a room. Make sure you are on the first IQS screen called “IQS Survey – “Step One”.

- ***Click on Modify a Room***
- ***Click on Next***

IQS Survey – Step 2

- ***Click on Add / Edit IQS Parts of a Room***
- ***Click on the down arrow by Step 1, Select a Building***
- ***Click on next***

Note:

There are three choices under Step 2.

1. *You can edit an existing room by clicking on the down arrow, then clicking on the correct room number, or*
2. *You can add or edit IQS Part D for the building you selected, or*
3. *You can add a new room.*

IQS Survey – Step 3 Add / Edit Part

- ***Click on the correct Building Number***

To Add a New Room

- ***Click on the blank box***
- ***Type the Room Number***
- ***Click on Next***
- ***Click on the blank box under Number of Beds***
- ***Type the number of beds in the room***
- ***Click on the down arrow under Bed Designator***
- ***Click Alpha or Numeric***
- ***Click on the down arrow under Customer Rank Range***
From
- ***Click on the beginning rank for the room***

- *Click on the down arrow under Customer Rank Range To*
 - *Click on the ending rank for the room*
 - *Click on the down arrow under Intended Gender*
 - *Click on Male, Female or Both*
 - *Click on the down arrow Intended Customer Type*
 - *Click on the correct Customer Type*
 - *Click on the down arrow under Geographic Bachelor*
 - *Click on Yes or No*
 - *Click on the down arrow under Intended Status*
 - *Click on Active Duty, Reserve or Both*
 - *Click on the down arrow under Part Rating and select Gold for meeting new quality of life standards – Green for meeting adequate Navy Standards – or Red for inadequate.*
 - *Click on the down arrow under Rating for the first question*
 - *Click on either Gold (meets new Quality of Life standards) Green, (meets Navy Standards) or No Rating*
- Continue selecting a rating for each question. When you are finished,*
- *Click on Finish/Save*
You will receive a screen message saying “Successfully Updated”
 - *Click on OK*

TO ADD BLOCKS OF ROOMS

“Note: Make sure you are on the first IQS Screen STEP 1”

- *Click on Add Blocks of Rooms*
- *Click on Next*

IQS SURVEY BLOCK ROOMS SELECT

- *Select a Building from the dropdown list under Buildings/Wings*
- *Click on the blank box under number of beds*
- *Type the number of beds in the building*
- *Click on the down arrow under Bed designator*
- *Click Alfa or Numeric*
- *Click on the down arrow under Customer Rank Range*

From

- *Click on the Beginning Rank for the Room*
- *Click on the down arrow under Customer Rank Range To*
- *Click on the Ending Rank for the room*
- *Click on the down arrow under Intended Gender*
- *Click on Male, Female or Both*
- *Click on the down arrow under Intended Customer Type*
- *Click on Permanent Party, GB , Transient etc....*
- *Click on the down arrow under Geographic Bachelor*
- *Click on Yes or No*
- *Click on the Intended Status*
- *Click on Active duty, Reserve or Both*
- *Click on Part Rating A, B, C, and select*
“Gold” for meeting new Quality of Life Standards
“Green” for meeting Adequate Navy Standards, or
“Red” for Inadequate Standards

NOTE: If there is no C form the default would be Red Rating for Part C:

Room Ranges or Individual Rooms

To Add Groups of Room

- *Click on Room Ranges*

IQS Survey Add Range of Rooms

- *Click in the Blank Box beside Beginning Range Number*
- *Enter Beginning Room Number (Example 10)*
- *Click in the Blank Box Beside Ending Range Number*
- *Enter Ending Room Number (Example 50)*
- *Click in the Blank Box beside Room Prefix and enter prefix (Example A100)*
- *Click in the Blank Box beside Room Suffix and enter suffix (Example 100A)*
- *Click Continue*

TO ADD INDIVIDUAL ROOMS

- ***Click on Individual Room***

IQS SURVEY ADD ROOMS

- ***Click in the blank boxes under Room# and enter room numbers***

ONCE YOU HAVE ENTERED ALL ROOM NUMBERS

- ***Click on Continue***

IQS SURVEY STEP 4 (BUILDING PART:ROOM

- ***Enter Green, Gold or No Rating for each part***
- ***Click on Finish/Save***

IQS SURVEY – STEP 4 (ADD/EDIT IQS PART B

You will receive a screen message saying “IQS RECORDS WILL BE UPDATED WITH A BATCH PROGRAM WHICH RUNS HOURLY ON THE HALF HOUR

- ***Click OK***

After Clicking OK you will return to the “IQS SURVEY – STEP 1 SCREEN to modify additional buildings or rooms needed.

- ***Click CANCEL or OK to return to the Main Inputs Screen***

DELETING IQS SURVEYS

IQS Survey – Step 1

- ***Click on Modify a building***
- ***Click on next***

IQS Survey – Step 2

- ***Click on delete all IQS surveys from a building***
- ***Click on next***

IQS Survey – Step 3 “Delete Survey Parts”

In the first drop down list beside Building 01

- ***Click and select the building in which you want to delete***

In the second drop down list beside “Delete all survey parts A,B&C

- ***Click and select the part of the survey in which you want to delete***
- ***Click on next***
You will receive a screen message saying “Successfully Deleted”
- ***Click on OK***
This will return you to the previous screen where you can delete any additional buildings.
- ***Click on Back***
- ***Click on Back***
This process will get you back to IQS Survey – Step 1 to delete rooms

IQS Survey – Step 1

To delete a Room:

- ***Click on Modify a Room***
- ***Click on next***

IQS Survey – Step 2

- ***Click on Delete IQS Part of a Room***
- ***Click on next***

IQS Survey – Step 3 (Delete Survey Parts)

There are two steps to this screen

First step, click on the drop down arrow beside select a building

- ***Click on Building***
Second step, click on the drop down arrow beside (Existing Rooms)
- ***Click on the room number in which you want to delete***
- ***Click on next***
You will receive a screen message saying “This will delete all IQS Parts”
- ***Click on OK***
You will receive a screen message saying “Successfully Deleted”
- ***Click on OK***

To Return to your Inputs Screen:

- ***Click on Cancel***
- ***Click on OK***

5.12 PER DIEM RATES (Room Allowance Only)

Note: *Per Diem Rates are automatically entered into PBMSS*

- ***Click on Inputs***
- ***Click on Per Diem Rates***

Once the Per Diem Rates screen is displayed, you will be able to view rates, which have been entered into PBMSS. You can view the entire list by clicking on the down arrow at the far right side of the screen (if the screen contains sufficient data to scroll).

To Add New Per Diem Rates

Note: *The Start and End Dates are to reflect Seasonal Rates:*

- ***Click on Add***
- ***Click on Start Date and enter date***
- ***Click and Enter End Date***

Note:

If you try to enter the Per Diem Rate for a year that has already been entered into PBMSS, you will receive an error message telling you that the Per Diem Rate already exists for the rate year entered. If you wish to replace existing data for that year, click on, Yes; otherwise, click on No.

- ***Click on the blank box under Per Diem Rate***
- ***Type the Per Diem Rate (for example, 32)***
- ***Click on Save***
- ***Click on OK***

To Edit Existing Per Diem Rates

You will only be able to edit a rate, not the year. Previous years' Per Diem

Rates should not be deleted because that data may be required when printing charts for other than the current year.

- *Click on Edit*
- *Click on the existing Per Diem Rate*
- *Press Del on your keyboard to delete the existing rate*
- *Type the correct rate*
- *Click on Save*
- *Click on OK when a message tells you the data is successfully updated*

You will be returned to the previous screen.

- *Click on Close*
- *Click on OK*

5.13 PERMANENT MILITARY LABOR ALLOCATION

Time Frame for Entering Data

This record should be updated at the end of each month to identify any permanent military personnel who have been added to the BQ staff during the month.

Note:

Permanent Military Personnel can only be added through the Employee Training Screen. Military Rank personnel are the only ones that will be shown in the Permanent Military Labor Allocation Screen.

Note:

*A person may be assigned by an allocation rule (a percentage of the beds for all BEQ buildings if number 91 was selected) and to a particular building number for the rest of the month. **It is important to understand that if both types of labor assignment are used, the total must not exceed 100% or you will get an error message.***

The following instructions apply to labor using allocation rules.

- *Click on Inputs*
- *Click on Permanent Military Labor Allocation*

To Edit Existing Data

- *Click on Edit on the line you want to change*
- *Click on the down arrow under Allocation Rule*
- *Click on the correct Rule*

Note:

Before you can edit, If the Allocation Rule is going to exceed 100%, you must first Delete.

- *In the blank box under Rule Allocation, enter a percent%*
- *Continue if needed to enter a Building Number and Building Allocation*
- *Click on Save Employee and Allocation?*
- *Click on OK*

You will be returned to the previous screen.

- *Click on Close*

To Delete Data for an Employee

- *Click on Delete on the line you want to change*
- *Click on OK when the message “Are you sure you want to Delete this record” is displayed*

You will receive a screen message saying “Successfully Deleted”.

5.14 TEMPORARY MILITARY LABOR

The Temporary Military Labor Data Entry screen will be displayed with ranks. The BQ Manager is responsible for entering the actual number of days worked by rank each month. For example, if you have four E-4 temporary military labor personnel who worked 10 days each for the month of July, you would select July as the month and type in 40 days in the Days Worked box for E-4.

Time Frame for Entering Data:

The BQ Manager should enter the Days Worked for each rank at the end of each month (and before the tenth of the next month).

To access the Temporary Military Labor data entry screen:

- ***Click on Inputs***
- ***Click on Temporary Military Labor***

Make sure that the correct Year is displayed, then

- ***Click on the down arrow next to the Month box to scroll through the list of months***
- ***Click on the correct Month***
- ***Click on the box under Days Worked for the correct rank***
- ***Type the total number of days worked for each rank that applies (If a zero appears in the box, delete the zero before entering the number of days worked)***
- ***Click on the Print button at the top of the screen if you wish to print this list***
- ***Click on Save***

After the tenth of the month the data that you have entered will be used to compute the cost from standard labor rates to Temporary Military Labor for the month and applied to the database. Afterwards the data you have entered will be available as History.

To View:

- ***Click on Month***
- ***Click on Year***
- ***Click on History***

The data displayed has already been applied to costs on the process date that is displayed. To make modifications go back to the Temporary Military Labor screen and add hours or subtract hours. These corrections will be processed and can be viewed in History with a new process date.

When days worked in the Temporary Military Labor History file are in excess of the valid amount, the Days Worked that have been processed may be corrected in the next month, using a negative (-) amount to subtract from and reduce the amount.

Processing data into Costs usually occurs on the tenth of the month following the month the data was entered.

- ***Click on Close***

This will take you back to the previous screen.

5.15 MONTHLY INPUT COST

Note: *This input screen is used to manually input costs to Job Order Numbers designated as “Manual Input” in the Job Order Number Input Screen. If you made a mistake and meant for this information to be obtained automatically from STARS-FL, please Make that change in the JON input screen.*

- ***Click on Input***
- ***Click on Monthly Input Cost***

To View Existing Monthly Input Cost Data

- ***Click on the down arrow next to Year to select the correct fiscal year***
- ***Click on the Year***

If JONS have been entered for the year you selected, the screen will be re-displayed with JON data.

To Add Monthly Cost by Allocation Rules or Building

- ***Type Cost Date (MM/YYYY)***
- Note: *Enter the end of month date when these costs were incurred,(For example 10/2001)*
- ***Apply a cost by clicking on by Bldg or by Rule***
 - ***Enter a monthly cost***
 - ***Click on Save***

You should receive a screen message saying Successfully Saved

- ***Click on OK***

You will return to the Monthly Input Cost Screen

- ***Click on Close***

To Edit a Current Entry

- ***Click on Current Entries***
- ***Click on the proper field you want to edit***
- ***Make the needed changes***
- ***Click on Save***

You will receive a screen message saying are you sure you want to save this record?

- ***Click OK***

You should receive a screen message saying Successfully Updated

- ***Click Ok***

To Delete a Current Entry

- ***Click on Current Entries***

- ***Click on the field that needs to be deleted***

You will receive a screen message asking are you sure you want to delete this message?

- ***If you are,, Click OK***

You will receive a screen message saying Successfully Updated

- ***Click OK***

To view Processed Entries:

- ***Click on Processed Entries***

- ***Enter the start date and end date in which entries were processed.***

- ***Click on Retrieve***

Note: *This screen is for viewing only.*

Processed Entries are ran monthly when Stars FL and cost is ran.

5.16 Job Order Number Cross Reference (JON Input)

JONS are entered into PBMSS at the beginning of each fiscal year or when new JONS are established to track specific cost. Each JON requires a mapping code, cost source, and allocation percent to distribute cost properly on a monthly basis.

- ***Click on Inputs***

- ***Click on Job Order Number Cross Reference***

To Add A New JON

- ***Click on the down arrow after JON Year***

- ***Click on the correct year***

- ***Click on New***

- ***Click on the blank box next to JON***

- *Type the JON # (must be 11 alpha-numeric characters)*
- *Click on the down arrow beside mapping code*
- *Select a mapping code*
- *From the source id drop down, select STARS-FL or Manual Input*

Note:

JON must be allocated by Rule or Building when source id is STARS-FL. If you have any questions about which one to select, contact your comptroller.

- *Select an allocation Rule form the drop down*
- *Enter an Allocation Rule or Building number and Building Allocation.*

Note:

Allocation percent must be between 1 and 100. If you have both the Rule Allocation and Building Allocation the two together cannot exceed 100.

To enter dates in which items were purchased:

- *Click in the blank box under Amort Start date (MM/DD/YYYY).*

Note: *This is the Amortize Date, a date which an item or items were purchased.*

- *Enter the date the item or items were purchased.*

“Example 02/21/2002”

- *Click in the blank box under Amort Month.*

Note: *Amortize Month is the total number of months in which You make periodic payments for so many years.*

- *Enter the total number of months.*

Note: *The Amortize Dates are given when the Job Number Has been created and Allocated:*

When using the Amortize fields the source id must be Amort Stars FL or Amort Manual.

■ ***Click on Save Jon, Mapping Code and Allocations***

You will receive a screen message Successfully Updated!

■ ***Click on OK***

The JON Cross Reference Screen will reappear for more input if needed.

■ ***Click on Close***

To Edit a JON that has been entered:

■ ***Click on edit next to the JON you want to edit***

Note:

If the total allocation exceeds 100, you must DELETE first.

If you delete you will receive a screen message asking,

Are you sure you want to delete Rule Allocation?

■ ***Click OK***

After Editing:

■ ***Click Save JON, Mapping Code and Allocation***

You should receive a screen message saying Successfully Saved

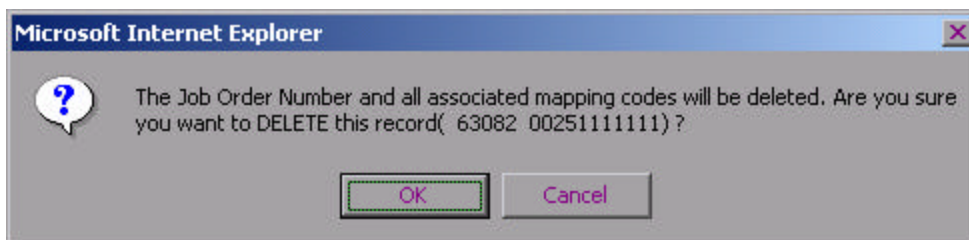
■ ***Click on OK***

■ ***Click on Close***

To Delete a JOB Number and all associated Mapping Codes:

■ ***Click on Delete beside the JON you want to delete***

You will receive a screen message saying,



■ ***Click OK***

Your next screen message will say that it has been Successfully Updated

■ ***Click OK***

■ ***Click on Close***

BQ MANAGERS' CHARTS

6. BQ MANAGERS' CHARTS

- *Click on Charts*
- *Click on the down arrow to view the chart categories*

<u>CHART CATEGORIES</u>
Audit Charts
Benchmarks
Cost per Night Stay
Costs
Customer Satisfaction Form
Facility Condition Index
Installation Quality Survey
Metrics
Occupancy
Training

When a category is highlighted, you will notice that the “Charts Available” section lists all charts that you can access under that category.

- *Click on Costs*
- *Click on the down arrow by “Costs Transient by Cost Category” to view available cost charts*

We will practice selecting Transient Costs by Cost Category.

CHART EXAMPLE:

To select chart

- *Click on Costs Transient by Cost Category*

You may enter the date ranges for the chart by moving the mouse to the “From Month” and “To Month” or just accept the displayed (default) dates.

- *Click on the box next to From Month*
- *Delete previous month and year and type the beginning date (for example, 01/1999)*
- *Click on the box next to To Month*

- *Delete previous month and type the ending date
(for example, 02/1999)*
- *Click on “Save my dates”*
- *Click on View to display the chart*

REPORTS

7. REPORTS

The following Report Categories can be selected:

Accreditation Assessment

Cost

CSS

FCI

IMAP

IQS

Lodging

Metrics

Occupancy

Training

Utilization

HOW TO RUN REPORTS:

- ***Click on Reports on the Menu Bar***
- ***Select a report beside Report Category using the drop down arrow***
- ***Click on the report name by using the drop down arrow***
- ***Click on Next***
- ***Select your perimeters; such as Month, Year, Week***
- ***Click on the Report you wish to Run***
- ***Click on Run Report***

TO PRINT REPORTS:

- ***Click on the Print Icon Or go to file and select print***
Remember, if your in Adobe Acrobat Reader you must use
The Adobe Acrobat Print Icon
- ***Click on Properties***
- ***Click on landscape***
- ***Click on OK***
- ***Select the number of copies you wish to print***
- ***Click on OK***

To Return to the Main Reports Screen

- ***Click on Reports in the Menu Bar***

DESK GUIDE

8. DESK GUIDE

You can print the BQ Managers' Web Desk Guide by clicking on Desk Guide at the top of the screen.

Note:

Before you can view/print the Desk Guide, you may need to download a software program called Adobe Acrobat Reader. (MS Word cannot read The desk guide because the file is created in Portable Document Format [PDF], which is a conversion program for digital applications).

Also, anytime your in Acrobat reader, to be able to print you must use The Adobe Print button ,not the print button on your normal toolbar.

Adobe Acrobat Reader System Requirements:

Pentium processor-based PC

Windows 95 or Windows NT

16 MB of RAM for Windows 95; 24 MB RAM for Windows NT

10 MB of available hard disk space

If you are using Microsoft Internet Explorer, follow these instructions to download the Acrobat Reader:

■ ***Click on Get Acrobat Reader***

The Acrobat Reader Web page will be displayed. Follow Steps 1, 2, and 3. Entering your E-mail address is not required. Use the down arrow on the right side of the screen to scroll down the web page.

Step 1: Click on English, then select the platform by clicking on Win 95, Win 98 or Win NT. Next, click on USA.

Step 2: (Not Required). Enter your E-mail address only if you want a response from Acrobat.

Step 3: Click on download.

Download will begin.

- ***Click on “Run this program from its current location”***

A screen message will advise you that you have started to download a file from FTP.ADOBE.COM

- ***Click on OK***

The next screen that appears is a security feature. Click on Yes to continue processing. The next screen will appear showing the status of the download. (You may also want to check the box titled “Close this dialog box when download completes). After the download is completed,

- ***Click on the Desk Guide button at the top of the screen to return to the main Desk Guide screen***
- ***Click on “Desk Guide in PDF Format” to display the text***
- ***Click on the Printer Icon at the top of the screen***
Or go to file and select print
- ***Click on OK when the printer window is displayed***

If you are using Netscape, follow these instructions to download Acrobat Reader:

- ***Click on Get Acrobat Reader***

The Acrobat Reader Web page will be displayed. Follow Steps 1, 2, and 3. Entering your E-mail address is not required. Use the down arrow on the right side of the screen to scroll down the web page.

Step 1: Click on English, then select the platform by clicking on Win 95, Win 98 or Win NT. Next, click on USA.

Step 2: (Not Required). Enter your E-mail address only if you want a response from Acrobat.

Step 3: Click on download.

A window will be displayed to save the download file. It is recommended that you use C:\temp or some other temporary directory.

■ ***Click on Save***

Write down or remember the directory and file name where the file is saved. Once the download is complete, click on the Desk Guide button at the top of the screen. This will place you at the main Desk Guide screen.

If the Windows “Start” button is not visible in the lower left hand corner of the screen, minimize the PBMSS window.

- ***Click on Start in the lower left hand corner of the screen***
- ***Click on Run***
- ***Type the path where you saved the download file
(for example, C:\Temp\filename)***
- ***Click OK and follow the Acrobat Reader Install directions that follow***
- ***Click on the Desk Guide button at the top of the screen to return to the main Desk Guide screen***
- ***Click on “Desk Guide in PDF Format to display the text***
- ***Click on the Printer Icon at the top of the screen***
- ***Click on OK when the printer window is displayed***

ON-LINE HELP

9. ON-LINE HELP

■ *Click on Help (on the Menu bar)*

On-line help is available by topic. *Help* contains in-depth information about the PBMSS Food Service Program. The options under *Help* include explanations of *Help* contents and topics, menu bar options, names and descriptions of different charts, and explanations of input screens.

Click on one of the categories and it will take you to a secondary group of items under the same category. To read the information, click on one of the secondary items. Experiment with *Help* because it will be particularly useful when you are displaying or printing charts.

USERS' NOTES

10. USERS' NOTES

